



**PUTTING PEOPLE FIRST**

**REQUEST FOR PROPOSALS  
DUE DATE: MARCH 15, 2019**

**HOME & CDBG PROGRAMS  
AFFORDABLE HOUSING DEVELOPMENT**

**CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPARTMENT**

City of Birmingham  
Community Development  
City Hall, Room 1000  
710 North 20<sup>th</sup> Street  
Birmingham, AL 35203  
[www.birminghamal.gov](http://www.birminghamal.gov)



**REQUEST FOR PROPOSALS (RFP)**  
**Affordable Housing Development**  
**City of Birmingham Community Development Department**

**FUNDING AVAILABILITY & ACTIVITY TIMEFRAME**

The City of Birmingham is a recipient of HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). HOME and CDBG are federally funded programs specifically designed to provide for the development of housing that is affordable to low-moderate income individuals and families. The City is requesting proposals from organizations to develop affordable housing for low to moderate income households within the city limits of Birmingham. Proposals will be accepted from for-profit and not-for-profit organizations for the construction of new units as well as the acquisition and rehabilitation of existing units.

All selected projects must address the housing priorities identified in the City's 2015-2020 Consolidated Plan. The City is seeking affordable housing proposals that will create impact, are cost effective, are project ready (completed within 24 months of fund commitment), and will leverage additional funding from public and private sources. On all applications, the Community Development Department will conduct an underwriting review, assess developer capacity and fiscal soundness, and examine neighborhood market conditions to ensure adequate need for each project.

The applicant is required to comply with all applicable City, County, State, and HUD/Federal requirements including environmental reviews, Section 3 and the Davis Bacon Act as applicable.

For questions or more information, interested parties may contact Ken Knox at (205) 254-2496 or [ken.knox@birminghamal.gov](mailto:ken.knox@birminghamal.gov)

**All proposals must be received by 4:00 pm on March 15, 2019 at the following address:**

*Ken Knox, Deputy Director  
City Hall, Room 1000  
710 North 20th Street  
Birmingham, AL 35203*

Faxed or emailed applications will NOT be accepted. Incomplete proposals and proposals received after the deadline will not be considered.

**All proposals should be organized in the following manner:**

**A. Contact Information**

Name, address, phone number, and email of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments should be included and identified. If proposers bid as a team, bidder must identify team members as well as the key contact.

**B. Experience**

Describe the responder's experience in the development of affordable housing described herein and the number of years engaged in this type of work. Provide a representative list of current and prior projects. Provide resumes of developer, general partner, and management agent as applicable.

**C. Budget**

Provide sources and uses of funds, project pro-forma, detailed budget and cost breakdowns.

**D. Project Timeline**

Provide potential dates for the services.

**E. Project Narrative**

A written narrative of the project describing the parties involved, financial arrangements, and market information.

**Evaluation and Anticipated Schedule:**

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

**(1) Responsiveness 25%**

Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

**(2) Experience 40%**

Respondent has experience with not only affordable housing development, but also working with municipalities and federal funding. References also report positive experience.

**(3) Proposed Cost 25%**

Analysis of cost competitiveness.

**(4) Schedule 10%**

Availability and compatibility of schedule.

After written proposals have been reviewed, discussions with prospective developers may or may not be required to clarify any portions of the proposal. Incomplete proposals and proposals received after the deadline will not be considered. The City reserves the right to reject any and all proposals.